**Package Overview for Assessors**

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| **Training Package** | SIT 07 Tourism, Hospitality and Events |
| **Unit(s) /Elements to be assessed by this package:** | **SITHACS006A:** Cleaning premises and equipment  1. Select and set-up equipment and materials.  2. Clean wet and dry areas and associated equipment.  3. Maintain and store cleaning equipment and chemicals. |

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| **Package contents and information for assessors** | **Page**  **2** | The **Assessment Notice** describes the activities used for assessment and is provided to students. |
|  | **Page**  **3** | **Evidence portfolio sheet**  Use the evidence sheet by dating when you observe the student completing tasks, during practical experiences and function work, to the standard expected in the enterprise.  Note that students are required to demonstrate the criteria on a number of occasions.  A copy of the evidence portfolio sheet should be provided to students on the back of their Assessment notice. |
|  | **Pages**  **4 - 8** | Unit test |
|  | **Pages**  **9 - 13** | Unit test acceptable answers |
|  | **Page**  **14** | The **Assessment feedback sheet** should be completed by the assessor and provided to the student when the assessment activities have been completed and additional verbal feedback and opportunities for re- assessment if necessary discussed. |
| **Equipment and/or resources required** |  |  |
| **Other comments** |  | It is recommended that this unit be delivered with the unit Follow workplace hygiene and Follow health, safety and security procedures, as they all have hygienic work practices and procedures as the underpinning focus. |

### Assessment Notice

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| --- | --- |
| **Training Package:** SIT 07 Tourism, Hospitality and Events | |
| **Assessor / Teacher:** | |
| **Unit of competency:**  **SITHACS006A:** Cleaning premises and equipment | |
| **Observation:** practical experiences throughout terms 1 and 3  **Short Answer Test** |

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| **Part 1 Practical Observation**  You will participate in a number of practical experiences during terms 1 – 3. During these practical experiences you will be provided with the opportunity to demonstrate your ability to use cleaning equipment and chemicals to clean and sanitise work premises.  You will be observed by your assessor during practical experiences as to whether you follow cleaning practices and this recorded on your evidence portfolio sheet. A copy of the evidence portfolio sheet is on the following page.  Note that you are required to demonstrate the criteria on a number of occasions.  **Part 2 Unit Test**  You will be provided with a worksheet which must be completed during class time.  If you have trouble understanding the exercise please ask you teacher for assistance. The option of a verbal activity is available if required. |

# EVIDENCE PORTFOLIO

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Candidate name: |  | | | | |
| Unit of competency | **SITHACS006A:** Cleaning premises and equipment | | | | |
| Instructions for the Student | | | | | |
| 1. Nominate each week a job for which you take responsibility ensuring your work area is clean and hygienic 2. During nominated practical experiences demonstrate the use of equipment and chemicals to ensure work areas are cleaned to enterprise standards. 3. Your assessor will place their initials and date in a box to show that you completed each aspect of the task to the standard expected in the enterprise. | | | | | |
| **Cleaning observation checklist** | | | | | |
| Did the candidate…. | | | | |
| consistently follow hygiene and safe work practices in completing cleaning tasks in accordance with enterprise standards and legal requirements? | |  |  |  |
| handle and dispose of waste to enterprise standard? | |  |  |  |
| handle and dispose of linen to enterprise standard? | |  |  |  |
| work co-operatively with colleagues in completing tasks and implementing personal and group responsibilities for cleaning practices? | |  |  |  |
| **Practical observation checklist** | | | | |
| Did the candidate…. | | | | |
| identify cleaning and sanitising chemicals for the cleaning task at hand? | |  |  |  |
| consistently follow cleaning procedures according to manufacturer’s instructions and in accordance with enterprise standards and legal requirements? | |  |  |  |
| consistently store and dispose of cleaning chemicals and equipment in accordance with enterprise standards? | |  |  |  |



**SITHACS006A**

Clean premises and equipment

**Unit test**

Section 1 Multiple choice

1.  Unsafe chemical safety procedures used by an enterprise may see the enterprise fined

under which legislation?

**A** Food Act 2003 (NSW)

**B** Occupational Health and Safety Act 2000 (NSW)

**C** Workers Compensation Act 1987 (NSW)

**D** Food Regulations 2004 (NSW)

2. Which of the following is the most appropriate piece of equipment for removing dust

from lounges in a hotel lobby?

**A** cleaning cloth

**B** fabric brush

**C** French polisher

**D** wet mop

3. Which of the following is an appropriate chemical to use for cleaning a food service

counter during service?

**A** general purpose cleaner

**B** glass cleaner

**C** sanitiser

**D** deodoriser

4. An effective cleaning plan describes which of the following features?

**A** what is to be cleaned, frequency of cleaning and who is responsible for cleaning

**B** what is to be cleaned, frequency of cleaning and chemicals to be used

**C** who is responsible for cleaning, chemicals to be used and protective clothing required

**D** what is to be cleaned, who is responsible for cleaning and protective clothing required

5. Which of the following is an important guideline for using chemicals?

**A** Store chemicals in glass containers.

**B** Keep chemicals cool in a refrigerator.

**C** Always wear appropriate protective clothing.

**D** Keep disinfectant solutions made up for repeated use.

6. A hazard is best described as:

**A** a broken item

**B** an emergency situation

**C** something that has caused damage

**D** anything that has the potential to cause injury

7. The removal of unwanted dirt, dust and grime from equipment and surfaces is:

**A** cleaning

**B** deodorising

**C** disinfecting

**D** sanitising

8. An employee believes that the staff toilets next to the commercial kitchen are not being

thoroughly cleaned. Which of the following is the first action that should be taken by the

employee?

**A** Approach the cleaner.

**B** Report to the supervisor.

**C** Phone the cleaning company.

**D** Contact the environmental health officer.

9. Which of the following provides the most reliable information on chemical safety

requirements?

**A** supervisor

**B** first-aid officer

**C** incident report book

**D** Material Safety Data Sheet

10. A statement of cleaning methods and frequencies is referred to as:

**A** a cleaning schedule

**B** a cleaning task

**C** routine maintenance

**D** HACCP

Section 2 Short answer questions

1. Most equipment will have specific cleaning instructions from the manufacturer. It is

important to follow instructions as some equipment can be quite dangerous , even when

unplugged and also any damage caused by disregarding or forgetting to follow instructions

is not covered by the products warranty.

Is this statement true or false

2. Chemicals must carry Material Safety Data Sheets (MSDS) and product labels.

Identify four (4) pieces of information on an MSDS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Cleaning of equipment and surfaces should be carried out in the following order.

( 1= first step, 2= second.........6 =last step)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wash

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sanitise

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dry

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ final rinse

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ rinse

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pre-clean

4. Identify four (4) items of protective clothing to wear when cleaning.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Match the following injury with the recommended first aid

**Inhaling into lungs ingesting splashing in the eye**

**Splashing onto skin burns to the skin**

|  |  |
| --- | --- |
| Injury | First-aid |
|  | do not induce vomiting  call an ambulance and poisons information |
|  | cover the eye that has not be affected and flush out the chemical with water for 15 – 30mins |
|  | remove contaminated clothing, splash water onto affected area for 15mins, wash with soap and water, call poisons information |
|  | remove the person to fresh air or open windows and doors for fresh air, call for ambulance and poisons information |
|  | remove contaminated clothing, wash chemical off with water for 20 - 30mins, call for ambulance and poisons information |

6. Which Chemical?

Tick the chemical that would be used to clean the following:

(there may be more than one (1) answer)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Chemical**    **Item** | Detergent | Sanitiser | Cream Cleanser | Abrasive Cleaner | Spot Cleaner | Polisher |
| Pots & Pans |  |  |  |  |  |  |
| Bath Tub |  |  |  |  |  |  |
| Toilet |  |  |  |  |  |  |
| Crockery |  |  |  |  |  |  |
| Kitchen Bench |  |  |  |  |  |  |
| Oven |  |  |  |  |  |  |
| Marble Floor |  |  |  |  |  |  |
| Chopping board |  |  |  |  |  |  |
| Mirror |  |  |  |  |  |  |
| Shower |  |  |  |  |  |  |
| Window |  |  |  |  |  |  |
| Garbage bin |  |  |  |  |  |  |

7. Identify four (4) hazards that may be encountered while cleaning.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. What equipment?

Tick the equipment that would be used to clean the following:

(there may be more than one (1) answer)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| area  equipment | kitchen floor | bathroom | function room | back of house offices (carpeted area) | restaurant  (marble floor) | saucepans |
| mop |  |  |  |  |  |  |
| bucket |  |  |  |  |  |  |
| sponge |  |  |  |  |  |  |
| scourer |  |  |  |  |  |  |
| vacuum |  |  |  |  |  |  |
| garbage bin |  |  |  |  |  |  |
| polisher |  |  |  |  |  |  |
| duster |  |  |  |  |  |  |
| sink |  |  |  |  |  |  |
| cloth polisher |  |  |  |  |  |  |
| toilet brush |  |  |  |  |  |  |
| broom |  |  |  |  |  |  |
| dustpan |  |  |  |  |  |  |



**SITHACS006A**

Clean premises and equipment

**Unit test answers**

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1. Most equipment will have specific cleaning instructions from the manufacturer. It is

important to follow instructions as some equipment can be quite dangerous , even when

unplugged and also any damage caused by disregarding or forgetting to follow instructions

is not covered by the products warranty.

Is this statement true or false

2. Chemicals must carry Material Safety Data Sheets (MSDS) and product labels.

Identify four (4) pieces of information on an MSDS

Name of the product, directions for use, dosage and dilution, safety requirements,

first aid, chemical properties of product, manufacturers name

3. Cleaning of equipment and surfaces should be carried out in the following order.

( 1= first step, 2= second.........6 =last step)

2 wash

4 sanitise

6 dry

5 final rinse

3 rinse

1 pre-clean

4. Identify four (4) items of protective clothing to wear when cleaning.

aprons and overalls, waterproof clothing and footwear, googles, masks, headwear,

breathing apparatus, gloves

5. Match the following injury with the recommended first aid

**Inhaling into lungs ingesting splashing in the eye**

**Splashing onto skin burns to the skin**

|  |  |
| --- | --- |
| Injury | First-aid |
| **ingesting** | do not induce vomiting  call an ambulance and poisons information |
| **splashing in the eye** | cover the eye that has not be affected and flush out the chemical with water for 15 – 30mins |
| **Splashing onto skin** | remove contaminated clothing, splash water onto affected area for 15mins, wash with soap and water, call poisons information |
| **Inhaling into lungs** | remove the person to fresh air or open windows and doors for fresh air, call for ambulance and poisons information |
| **Inhaling into lungs** | remove contaminated clothing, wash chemical off with water for 20 - 30mins, call for ambulance and poisons information |

6. Which Chemical?

Tick the chemical that would be used to clean the following:

(there may be more than one (1) answer)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Chemical**    **Item** | Detergent | Sanitiser | Cream Cleanser | Abrasive Cleaner | Spot Cleaner | Polisher |
| Pots & Pans |  |  |  |  |  |  |
| Bath Tub |  |  |  |  |  |  |
| Toilet |  |  |  |  |  |  |
| Crockery |  |  |  |  |  |  |
| Kitchen Bench |  |  |  |  |  |  |
| Oven |  |  |  |  |  |  |
| Marble Floor |  |  |  |  |  |  |
| Chopping board |  |  |  |  |  |  |
| Mirror |  |  |  |  |  |  |
| Shower |  |  |  |  |  |  |
| Window |  |  |  |  |  |  |
| Garbage bin |  |  |  |  |  |  |

7. Identify four (4) hazards that may be encountered while cleaning.

Spillages, breakages, wet or slippery floors, broken or damaged furniture,

fumes, blood, needles and syringes, used condoms, sharp objects, human waste,

fat and oil, hot surfaces

8. What equipment?

Tick the equipment that would be used to clean the following:

(there may be more than one (1) answer)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| area  equipment | kitchen floor | bathroom | function room | back of house offices (carpeted area) | restaurant  (marble floor) | saucepans |
| mop |  |  |  |  |  |  |
| bucket |  |  |  |  |  |  |
| sponge |  |  |  |  |  |  |
| scourer |  |  |  |  |  |  |
| vacuum |  |  |  |  |  |  |
| garbage bin |  |  |  |  |  |  |
| polisher |  |  |  |  |  |  |
| duster |  |  |  |  |  |  |
| sink |  |  |  |  |  |  |
| cloth polisher |  |  |  |  |  |  |
| toilet brush |  |  |  |  |  |  |
| broom |  |  |  |  |  |  |
| dustpan |  |  |  |  |  |  |

### Assessment Feedback

|  |
| --- |
| **Training Package:** SIT 07 Tourism, Hospitality and Events |
| **Assessor / Teacher:** |
| **Unit of competency:**  **SITHACS006A:** Cleaning premises and equipment  1. Select and set-up equipment and materials.  2. Clean wet and dry areas and associated equipment.  3. Maintain and store cleaning equipment and chemicals. |
| **Overall result:**  competent not yet competent |

|  |  |  |  |
| --- | --- | --- | --- |
| **Evidence** |  |  | Date |
| Observation / Evidence sheet | satisfactory | not yet satisfactory |  |
| Unit Test | satisfactory | not yet satisfactory |  |

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| --- |
| **Assessor / Teacher Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: ……………….. |
| **Student Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: ………………… |